

**Town of Stephens City Planning Commission
Minutes
Tuesday, April 27, 2010 (7:30p.m.)**

The Town of Stephens City Planning Commission held a meeting scheduled, on Tuesday, April 27, 2010 at 7:30 p.m.

Attendees:

Commissioner Martha Dilg (Vice- Chair)
Commissioner Bob Wells
Commissioner Susan Boyd
Commissioner Joe Grayson
Commissioner Bill Copp
Commissioner Jesse Fox

Absent:

Chairman, Linden “Butch” Fravel

Staff Present:

Brian Henshaw, Town Planner

Also Present:

Call to Order:

With a quorum present Vice-Chair Martha Dilg acting as the Chairman called the meeting to order at 7:30pm.

Chair Dilg entertained a motion for approval of the minutes from February 23, 2010. Commissioner Copp made a motion to approve the minutes. Commissioner Fox seconded the motion. The motion was approved.

Chair Dilg entertained a motion for the adoption of the agenda. Commissioner Copp made a motion to adopt the agenda. Commissioner Boyd seconded the motion. The agenda was adopted.

Action Items:

North Main Street Enhancement Conceptual Plan:

Town Planner, Brian Henshaw briefly explained the process the conceptual plan had gone through to arrive for a presentation to the Planning Commission. Mr. Henshaw stated that the original plan had been presented to project area residents in March at a public meeting. The consultants, Land Planning Design and Associates (LPDA) had taken the comments from the public meeting and incorporated several changes into the revised conceptual plan and presented these changes to the project area residents at a public information session held on Tuesday, April 13 at 7:00pm. The residents seemed overly pleased with the addressed changes and seemed to support the plan.

Mr. Henshaw stated that he felt that the conceptual plan is a good plan and would recommend approval with the one condition that the consultants work directly with VDOT officials and get their support or approval of the conceptual plan prior to moving towards a design and engineering phase. The commissioner agreed with the recommendation and also stated that they liked the plan.

Commissioner Boyd raised the question about the access through the corridor and if there would be any “u-turns” for the residents. Mr. Henshaw stated that in the revised conceptual plan, all “u-turn” movements had been eliminated. Chair Dilg inquired about the funding for the project. Mr. Henshaw stated that the Town had already obtained two Enhancement Grants from VDOT for \$420,000, and that it was anticipated that we would seek additional funding prior to going out to bid, through VDOT Enhancement Grant funds. Mr. Henshaw also stated that if Low Impact Development techniques are implemented, this could open the door to additional funding sources.

Without any more comment or questions, Chair Dilg entertained motion from the Commission.

Commissioner Boyd moved that we recommend the approval of the conceptual plan for the North Main Street Enhancement Project, but strongly suggest that the Town not proceed into an engineering design stage until VDOT has reviewed the concept and can support the conceptual plan.

Commissioner Fox seconded the motion.

The motion passed.

Discussion:

Draft of Subdivision Ordinance:

Mr. Henshaw updated the Commission that he had received the comments and has made the changes necessary from both the Town Attorney and the Town Engineer. Mr. Henshaw advised the Commission the Subdivision Ordinance is complete and felt that the draft was ready for the public hearing. He asked that the Commissioners review the Draft Subdivision Ordinance for any “typos” or corrections by Tuesday, May 4th.

Commissioners were in agreement that the Draft Subdivision Ordinance was ready for a public hearing. Mr. Henshaw stated that he would schedule public hearing for May’s regularly scheduled Planning Commission meeting.

Comprehensive Plan Update:

Mr. Henshaw briefly discussed the importance of the Comprehensive Plan (Comp. Plan) update and that the Town’s Comprehensive Plan was due to be updated this year. Mr. Henshaw stated that he felt the most appropriate approach to reviewing and updating the Comp. Plan would be to review sections between each meeting and discuss any needed changes at the following meeting. Mr. Henshaw also stated that the Town’s Comp. Plan was completely re-written during the last update, so it is not anticipated that there will be many changes other than goals and strategies that have been accomplished.

Mr. Henshaw stated that he would like to come up with a detailed land use plan in the southern portion of the Town and that he would like to add enhanced future visuals to the Comp. Plan to capture the vision for the Town.

Mr. Henshaw recommended that the Commissioners review the first three sections of the Comp. Plan prior to the next scheduled meeting.

Commissioners agreed and would bring comments with them to the next meeting.

Citizen Comment Period:

There was no citizen's comment.

Hearing no comments, Chair Dilg entertained a motion to adjourn.

Commissioner Wells made a motion to adjourn. Commissioner Copp seconded the motion.

Chair Dilg adjourned the meeting at 8:02 pm